

December Holy Trinity PTO Meeting

Date: Thursday, December 15, 2022

Time: 7:30-8:40

Attendees: ~10 attendees / All in-person | Nobody joined the online call

Location: 4th Grade Classroom

Moderator: PTO President: Lindsey Hunt

Action Items:

- Anyone/Everyone:
 - o Have an idea for a future PTO meeting agenda item? Have any questions after reading these notes? Please contact Lindsey Hunt (Inhunt2014@gmail.com).
 - o Have a “wish list” item that would benefit the school and/or school community? Please contact Lindsey Hunt (Inhunt2014@gmail.com).
- Lindsey:
 - o Ask Ashley and/or Heather: Can we redistribute extra funds to another PTO event if a PTO event doesn't use all of its budget? What's the process if we can?
 - For special volunteers (DJ) – is there anything we can do to thank them?
 - o Research how much it would cost to rent a stage for the Mother & Son event? Relay information to Kirsten, Erika, and Brianna (Event Coordinators)
 - o Ask school council if they have researched the cost of any of the items on our “wish list”.
 - o Talk to Ashley: Are there 2nd graders that have to sit on the ground due to lack of space in the classroom?
- Anna:
 - o Try to find out the cost of adding cover over playground – wish list item

Discussion:

- **Wine Tasting Event:** A short survey was sent out to the school community to gauge interest for a school community wine tasting event. We received 85 responses – 66 interested and 19 not – so ~77% of the community would be interested in the event. It would be a chance for the parents to gather and socially connect with each other and also could be a potential fundraiser.
- **PTO Event – Class Communication Regarding Event Assignments** – An email was sent out to the room parents reiterating which grades are leading which events this year. It could be beneficial for room parents to share those assignments with their classroom, especially if their event is coming up. As a reminder, while we have lead coordinators from a particular grade – all-grades are welcome to volunteer @ any event. 😊
 - o 1st Grade was originally assigned the middle school dance but due to the change in dance structure and dates that assignment changed. We discussed the possibility of 1st grade helping with the other “cookie receptions” that Kinder is handling for the spring play and concert if they are looking for an event to support. First grade is welcome to help @ any other events coming up (as are all grades).

- Grandparents/Special Persons Day is coming up and that is an “all school/all grade” sponsored event. Everyone is encouraged to help.
- **Event Recaps:**
 - Middle School Dance: It was a huge success! The kids had a great time and the gym looked awesome. 3 Catholic schools attended (HT, SJF, and St. Cecilia) - ~180+ students attended. We spent about \$600 on supplies/concessions. Most of our costs were related to décor which we can reuse in future years. There was a \$5 entry fee and we collected about \$970. Huge thanks go out to Ashley, parents, students, and volunteers that helped to plan and run the event.
 - Special shout out to our DJ – Scott Allison: He is a parent @ the school that provided free DJ services. This really helped our budget and he did a great job.
 - Future enhancement ideas:
 - Host an optional dance lesson prior to the start of the dance to teach those interested a formal dance they could do during the dance (swing, etc.)
 - Work in etiquette somehow – across all schools that are attending – for example, how to accept a request to dance, how to ask someone to dance, how to turn down a dance respectfully, how to treat other dancers on the dance floor, etc.
 - Did you know? There are a few Catholic Schools in the area that host an ~8-week dance program where the students from 3 schools meet, dance, and practice etiquette. They don’t call it Cotillion and there is an added cost for those that partake.
 - Scholastic Winter Book Fair: Went well, ~\$2,500 was spent and we will get ½ of that back in Scholastic Dollars for teachers to purchase new books for the classrooms.
 - The Usborne Virtual Book Fair is available for folks that want to continue buying books.
 - Dinner Night Out @ MOD Pizza on 12/13: Did we advertise well enough? Some didn’t know about the event. We’ll find out in a future meeting what was raised.
- **Upcoming Events:**
 - Christmas Movie & Popcorn on 12/16: Run by 8th grade. Everything is all set. There are volunteers to hand out the popcorn and the popcorn will be ready for pick-up Friday morning. Teachers are managing the movie portion of the day.
 - Mother & Son Event on 01/20: Run by 3rd grade. Things are coming together. We have booked a magician/illusionist (Hart Keene) that has appeared on popular TV shows and worked large corporate events, etc. He lives in Eugene and will coincidentally be up in Portland for an event the following day so he graciously accepted our invite to perform and is working within our budget. He’s aware we’re a Catholic school with Pre-K to 8th graders. The performance will last 45 minutes. Doors will open @ 6 PM. The show begins @ 6:30. Folks are welcome to stay and socialize until 8 PM. Most of our budget is going to book the entertainer. We’ll have some funds for popcorn and a “candy bar”. There will also be multiple beverage choices. The idea is for it to be like a concession stand...but one where folks aren’t paying for the refreshments. 😊 People should eat dinner prior.

- The 3rd grade classroom is aware of the event and that we're hosting it.
 - A blurb was in this week's Monday Minute so the whole school community is aware of the event if they read the MM.
 - A volunteer sign-up will go out in early January.
 - We are going to look into setting up a photobooth. We'll add this to the volunteer sign-up. We will need an iPad to run the photobooth app.
 - We don't have budget to rent a stage unless we're able to collect a lot of donations. Our stage that is stored in the gym is too heavy to transport to the cafeteria. We'll price one out just in case.
 - In early January we'll be looking @ testing out the AV system in the cafeteria and seeing if we can get someone to help with that. Kirsten knows who to talk to.
- Grandparents/Special Persons Day on 02/02: Nothing to share @ this time. Sheda is the lead event coordinator. It is an event that the entire school hosts versus one particular grade. Stay tuned for more information.
- **Wish list Items**: In a previous PTO meeting, Lindsey asked us all to think about what the school community needs. This could be structural, beneficial for students, and/or teachers. She'd like us to think about ways we could enhance the school with any extra funds we happen to raise. PTO funds that aren't used in a given year - simply go away. It's a "use it or lose it" policy across the schools in the archdiocese. Below is a list of ideas shared during the meeting. We will reach out to the school council to discuss ideas and see if any have been priced out before. We should try to determine the cost of wish list items and rank them in priority so if we have funds – we can put them towards something.
 - A lightweight – easy to set-up stage for use for events, drama, assemblies, etc.
 - Audio equipment to improve drama audio experience for audience and performers
 - Playground toy upgrade (balls, structure, swing, etc.)
 - Flip down step stools in bathrooms @ sinks. There is only one and kids have to wait longer if they need to use the sink with the stool.
 - Gym remodel – ceiling, increased space for spectators, etc.
 - Gym equipment – for example, volleyball net
 - Working microwaves in cafeteria (\$~100/each)
 - New sound system in school office, classrooms, hallways, and cafeteria. It's old and sometimes hard to understand what is being said when its used.
 - Speaker/Audio Upgrade for use during assemblies and PTO events. The current one doesn't always work.
 - Sink in the teacher lounge – It was shared this was researched in the past and its quite expensive given there are not pipes/plumbing we can tie into from the current lounge space.
- **Other Topics**:
 - Someone said that ~6 students have to sit on the ground in 2nd grade daily. It rotates who is sitting on the ground. This was a little surprising to the attendees and worth following up on. It sounds like it was a "space" issue? We'd like to follow-up to find out why this is happening. Our understanding is there are 30 students and that is how many there were last year too but nobody sat on the ground last year to our knowledge.

- Santa Workshop vs. Food Drive – Kids and many parents love the Santa Workshop...some parents within the community feel we should be doing something different. Carly and her mom do an amazing job acquiring things, storing things in preparation of the sale, and they do nearly all of it themselves with the help of volunteers. Santa's Workshop isn't a PTO event that uses up PTO budget.
- St. Thomas Moore did a wreath fundraiser and made \$13k. Yes...they "made" \$13k.
- In the spring, we'll work together to determine what events we want in the coming year, what grades will own what events, etc. Everyone that has an opinion about this should attend that particular PTO meeting so their voice is heard. 😊

- **Next PTO Meeting**

- Currently set for Thursday, January 26th
- Follow-up on opens from December PTO meeting
- Revisit past events
- Discuss January & February upcoming events